



**Policy:** 4060  
**Procedure:** 4060.01  
**Chapter:** Behavior Management  
**Rule:** Individualized Behavior Plans

**Effective:** 03/18/07  
**Replaces:** N/A  
**Dated:** N/A

### **Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) creates a safe environment through the use of Individualized Behavior Plans (IBP). The IBP is a more restrictive behavior strategy that is used when less restrictive approaches have not proven effective in promoting safe and pro-social behavior. The goal of an IBP is to address a juvenile's unsafe and/or disruptive behavior and return him/her to regular programming as soon as practicable.

### **Rules:**

1. **THE FACILITY PSYCHOLOGIST OR CLINICAL SUPERVISOR, IN COLLABORATION WITH THE MULTIDISCIPLINARY TEAM (MDT)** shall take the following steps in developing an IBP:
  - a. Meet to consider creating an IBP for a juvenile when s/he is displaying significantly unsafe/disruptive behavior and less extreme behavior management practices have proven ineffective;
  - b. Include the juvenile in the meeting and the IBP planning;
  - c. Structure the meeting in accordance with Procedure 4321.01 Multidisciplinary Team (MDT).
2. When developing an IBP the **FACILITY PSYCHOLOGIST OR CLINICAL SUPERVISOR, IN COLLABORATION WITH THE MDT** shall do so in accordance with Form 4060.01A Individualized Behavior Plan and with the following:
  - a. Consider the needs of the juvenile to include issues such as physical, medical, mental health, educational, and developmental;
  - b. Evaluate the juvenile's unsafe/disruptive behavior to include frequency, intensity, and severity;
  - c. Identify problem behavior(s) being addressed, approved intervention(s), strengths (protective factors) of the juvenile, measurable goals, and timeframe/review parameters;
  - d. Specify the actions steps to include daily structure; stipulations regarding the juvenile's participation in education, housing unit activities, recreation, or other programming; incentives; and consequences.
  - e. Ensure all aspects of the IBP are in accordance with ADJC policies and procedures including Family Education Rights and Privacy Act (FERPA);
  - f. Complete all sections of Form 4060.01.A Individualized Behavior Plan;
  - g. Ensure that a representative for special education is included in the development of the IBP to ensure Individuals with Disabilities Education Act (IDEA) regulations are adhered to;
  - h. For those special education students with an Individual Education Plan (IEP), include the IEP goals in the IBP;
  - i. For all juveniles, consider and include the IBP goals as part of the Continuous Case Plan (CCP).
3. When the **MDT** has drafted an IBP, **THEY** shall forward it to the Youth Rights Ombuds Administrator (YROA) or designee within two hours, prior to the plan's approval, to ensure all juvenile rights are protected. Upon approval from the YROA, the MDT shall forward the IBP immediately to the Special Education Director and the facility Superintendent.
4. Upon approval, the **SUPERINTENDENT, ALONG WITH THE SPECIAL EDUCATION DIRECTOR** shall sign the IBP and forward it, with or without comments to the Clinical Services Administrator. If denied the **SUPERINTENDENT ALONG WITH THE SPECIAL EDUCATION**

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**DIRECTOR** shall indicate denial on the IBP and return it to the MDT for adjustments to the plan. Approval or denial should take place within two hours of receipt of the document.

5. Upon approval the **CLINICAL SERVICES ADMINISTRATOR** shall indicate approval and return it to the facility Superintendent with any additional comments. If denied the **CLINICAL SERVICES ADMINISTRATOR** shall indicate denial, provide justification for denial and the required changes in the comments section, and return the IBP to the facility Superintendent. Approval or denial should take place within two hours of receipt of the document.
6. To implement the IBP the **MDT** shall present and explain all aspects of the IBP to the juvenile prior to implementation, secure his/her signature, and distribute copies to all disciplines involved in the juvenile's care. **ALL EMPLOYEES INVOLVED IN THE JUVENILE'S CARE** shall:
  - a. Review and adhere to the IBP as written;
  - b. Ensure infractions and consequences are recorded in the housing unit log book;
  - c. Make all reasonable efforts to de-escalate problem situations and provide praise and encouragement for appropriate behavior.
7. To review the IBP the **MDT** shall:
  - a. Review the IBP on a weekly basis or more frequently if necessary;
  - b. Document the review done by the MDT on Form 4200.07A MDT Weekly Meeting Notes, Form 4200.07B MDT Monthly/Staffing Review and Form 4200.09E Contact Detail Report, in accordance with Procedure 4200.09 Documentation of Behavioral Health Services;
  - c. Check the progress of any juvenile on an IBP;
  - d. Create a progress report weekly and distribute it to the Clinical Services Administrator, facility Superintendent, the Special Education Director, and the Youth Rights Ombuds Administrator/designee;
  - e. Revise the IBP, as necessary, by:
    - i. Generating a new Form 4060.01A Individualized Behavior Plan;
    - ii. Identifying the revised sections and providing justification; and
    - iii. Submitting the revised IBP for consideration in establishing a new IBP.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
03/18/2007	Kellie M. Warren Psy.D		